

# Structural Firefighting Practices

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This course is designed to provide firefighters with hands-on practice in basic live firefighting skills. Utilizing a specially built live fire training structure, the firefighter will perform both direct and indirect methods of attack. Nozzle theory will be discussed and demonstrated and the student will be introduced to methods of hose handling as well. Fireground safety procedures are detailed and followed throughout the session. Students are required to bring a full set of NFPA Standard compliant protective clothing to the session.



**Prerequisites:** All students who attend this program must have previously completed minimum training as established by the Massachusetts Firefighting Academy and listed in Section E of the DFS/MFA student application.

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**Course Number:** 200-166-290 Session D

**Date:** April 16, 2011

**Time:** 0800-1600

**Location:** Department of Fire Service / Massachusetts Firefighting Academy  
State Road, Stow, MA

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**THIS IS A PRIORITY SELECTION COURSE.** All applicants will be responded to in writing.

*Please complete a standard DFS / MFA student application.*

**Mail to:** Registrar  
Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775  
(978) 567-3200

**Or Fax it to:**  
(978) 567-3229



Department of Fire Services / Massachusetts Firefighting Academy



# Department of Fire Services

## CHIEF FIRE OFFICER ORIENTATION

The purpose of this two-day presentation is to provide executive and administrative fire officers, an opportunity to learn of the assistance available from public and private sector agencies and entities. The program has been designed to be beneficial to chiefs, senior executive and administrative fire officers by providing vital information sources that will result in a positive impact on the administration of their organization and expanding their contact network.

### Partnering Agencies Invited

The Department of Fire Services  
Commonwealth Fusion Center  
Department of Public Safety  
Massachusetts Emergency Management Agency  
Massachusetts National Guard  
State 911 Department  
Department of Conservation and Recreation Bureau of Forest Fire Control  
Massachusetts Department of Environmental Protection  
State Ethics Commission  
State Inspector General  
Joint Labor Management Committee  
Department of Public Health Office of Emergency Medical Services  
Massachusetts Correctional Industries  
Massachusetts Department of Transportation  
Executive Office of Administration & Finance/Operational Services Division  
FEMA Region 1  
FEMA Urban Search and Rescue  
United States Coast Guard  
Massachusetts Municipal Association  
Fire Chiefs Association of Massachusetts – Massachusetts Mobilization Plan  
Massachusetts Corps of Fire Chaplains  
CISM Teams  
American Red Cross  
Juvenile Firesetters Stakeholder Group  
U.S. Environmental Protection Agency  
Massachusetts Division of Occupational Safety  
Occupational Safety & Health Administration  
Massachusetts Department of Public Utilities  
FCAM Collective Purchasing Committee



The program schedule will be as follows:

<b>Day 1</b>	
<b>0900 Welcome and Introductions</b>	<b>State Fire Marshal, Stephen D. Coan FCAM President, Chief Robinson</b>
<b>0915 Agency Presentations</b>	<b>Partnering Agencies</b>
<b>1000 Break</b>	
<b>1030 Presentations Resume</b>	<b>Partnering Agencies</b>
<b>1200 Lunch</b>	
<b>1300 Presentations Resume</b>	<b>Partnering Agencies</b>
<b>1440 Break</b>	
<b>1500 Presentations Resume</b>	
<b>1700 End Day 1</b>	
<b>Day 2</b>	
<b>0900 Agency Presentations</b>	<b>Partnering Agencies</b>
<b>1015 Break</b>	
<b>1045 Presentations Resume</b>	
<b>1130 Department of Fire Services</b>	<b>DFS Division Heads</b>
<b>1230 Lunch</b>	
<b>1400 Conclusion</b>	

This is a **Priority Selection** course. Applications must be received by **March 18, 2011**, at the Department of Fire Services, Massachusetts Firefighting Academy. All applicants will be notified of their acceptance by March 22, 2011.

**Application Procedure:** Please complete the standard DFS/MFA student application, accessible online @ [www.mass.gov/dfs](http://www.mass.gov/dfs)

**Mail to:** Registrar  
Massachusetts Firefighting Academy  
P.O. Box 1025, Stow, MA 01775

<b>Course #:</b>	<b>200-039-594 Session A</b>
<b>Date:</b>	<b>March 29 &amp; 30, 2011</b>
	<b>Day 1 0900-1700</b>
	<b>Day 2 0900-1400</b>
<b>Location:</b>	<b>Department of Fire Services, Stow</b>
<b>Registration Fee:</b>	<b>There is no fee for the seminar.</b>
	<b>Lunch is available for purchase on premises.</b>

If you have any questions: (978) 567-3200



*Department of Fire Services / Massachusetts Firefighting Academy*

# EMERGENCY VEHICLE OPERATOR - AWARENESS

This program is designed to heighten an emergency vehicle operator's level of professionalism when it comes to driving emergency vehicles and focuses on the attitude that a person should possess as a driver. The program will look into the standards governing emergency vehicle operators and their fire departments and discuss the importance of "getting ready to drive", understanding the rules of the road, and the Massachusetts General Laws chapters 89 and 90 governing emergency apparatus. It will also review techniques used to maintain basic control of the vehicle, emergencies and emergency awareness, and finally, the apparatus braking system. This is a fast-paced program that has something of interest for anyone who drives emergency vehicles. Applications must be received one month prior to start date of class for admission consideration.

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Course #: 200-019-125 Session A

**Date:** April 12, 2011

**Time:** 0900-1600

**Location:** Abbot Public Library  
235 Pleasant Street  
Marblehead, MA



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Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).

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Or Fax to:  
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# EMERGENCY VEHICLE OPERATOR - ADVANCED

The objective of this program is to introduce the student to current motor vehicle laws, common driver mistakes and methods to prevent accidents with regards to Emergency Vehicle Operation. This two-day program contains a one-day competency course that the student must take. This program is not driver instruction but was designed by VFIS to challenge the student's competency in the operation of Emergency Motor Vehicles. It is recommended that the student already have some Emergency Vehicle Driving experience before taking this program. Applications must be received one month prior to start date of class for admission consideration.

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Course #: 200-019-129 Session A

**Date:** May 7 & 8, 2011

**Time:** 0900-1600

**Location:** Blackstone Fire Department  
15 St. Paul Street  
Blackstone, MA



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Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).

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# EMERGENCY VEHICLE OPERATOR - ADVANCED WITH SIMULATOR

This is a two-day program that includes one day of classroom and one day of emergency vehicle operation through an obstacle course together with time in the virtual driver simulator. The first day is the Emergency Vehicle Operator - Awareness program that covers Massachusetts Motor Vehicle Laws, defensive driving attitudes, apparatus awareness, braking systems and preventive maintenance. On the second day the student will have a chance to drive an emergency vehicle through an established obstacle course and spend time in a virtual driving simulator. This program is designed for a maximum of 18 students. This program attempts to address much of the NFPA 1002, Standard on Fire Apparatus Driver/Operator Qualifications. Applications must be received one month prior to start date of class for admission consideration.

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Course #: 200-019-133 Session C

**Date:** April 9 & 10, 2011

**Time:** 0900-1600

**Location:** Onset Fire Department  
5 East Central Avenue  
Onset, MA



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Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).

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## National Fire Academy Programs

### Juvenile Firesetter Intervention Specialist I – (JFIS I) (F/W626)

Students will be introduced to the NFPA 1035, Juvenile Firesetter Intervention Specialist I Professional Standard. The individual will learn to conduct an interview with firesetters and their families using prepared forms and guidelines. Based on recommended practice, students may determine the need for referral for counseling and/or implement educational intervention strategies to mitigate effects of firesetting behavior.

The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist I. The class will address the NFPA 1035, Juvenile Firesetter Intervention Specialist I, including Introduction, Primary Prevention, Identification and Intake, Who Sets Fires and Why, and Interviewing and Intervention Strategies.

**Prerequisites:** Individuals who have responsibilities related to juvenile firesetting intervention, interviewing, and prevention. The target audience includes practitioners who interact with children who are involved in firesetting and/or arson behavior and their families. In addition to the fire service, professionals from a myriad of fields including mental health, law enforcement, education, counseling services, and social services can benefit from this training.

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**Course Number:** 200-030-NA1

**Date:** May 23 & 24, 2011

**Time:** 0830 - 1700

**Location:** Department of Fire Services /  
Massachusetts Firefighting Academy  
State Road, Stow, MA

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**Application Process:** Please complete the National Fire Academy Form 119-25-2  
(Web Site: [usfa.dhs.gov](http://usfa.dhs.gov)). No later than May 2, 2011 at 1700

**Mail to:** Registrar  
Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775

**Or Fax it to:**  
(978) 567-3229



## National Fire Academy Programs

### Juvenile Firesetter Intervention Specialist II – (JFIS II) (F/W627)

Students will be introduced to the NFPA 1035, Juvenile Firesetter Intervention Specialist II Professional Standard. The individual will learn to develop and coordinate a child firesetting intervention program and the activities of a Juvenile Firesetter Intervention Specialist. The course develops skills in interviewing and assessment, program development, implementation, and evaluation.

The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist II. The class will address the NFPA 1035, Juvenile Firesetter Intervention Specialist II including Identification and Intake, Coalition Building Support and Management, Budget and Funding, Development of a Juvenile Handbook, Resource Directory, Database, and Program Evaluation.

**Prerequisites:** Individuals who have or will have responsibilities related to the management and/or coordination of a juvenile firesetting intervention program.

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**Course Number:** 200-030-NA2

**Date:** May 25 & 26, 2011

**Time:** 0830 - 1700

**Location:** Department of Fire Services /  
Massachusetts Firefighting Academy  
State Road  
Stow, MA

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**Application Process:** Please complete the National Fire Academy Form 119-25-2  
(Web Site: [usfa.dhs.gov](http://usfa.dhs.gov)). No later than May 5, 2011 at 1700

**Mail to:** Registrar  
Massachusetts Firefighting Academy  
State Road, P.O. Box 1025, Stow, MA 01775

**Or Fax it to:**  
(978) 567-3229

Please plan to join us:

> **Friday, May 12-13, 2011**  
**Crowne Plaza Boston-Natick, MA**

> Experience the country's largest conference on Juvenile Firesetting!

> Firesetting is rarely the whole story. *Strengthen your skills for working with firesetting & related factors:*

- Cultural differences
- Self-injury
- Sensory issues
- Autism & Asperger's
- Developmental delay
- And others

> Up to 9 CEUs available; OEMS credits anticipated

> \$135 Conference Registration

- FREE Pre-Conference Institute with early registration; \$25 additional after 4/1
- \$70 - Pre-conference Institute only

> For more information on the The Crowne Plaza go to [bos-natick.crowneplaza.com/](http://bos-natick.crowneplaza.com/)

> For more information or to register online go to [www.brandonschool.org](http://www.brandonschool.org)

Sponsored by  **Brandon**, Department of Fire Services,  
MA Association of Safety & Fire Educators,  
MA Property Insurance Underwriting Association

## Fifth Annual Northeast Juvenile Firesetting Conference

It's Never Just Firesetting:  
Interventions for Complicated Kids

educators

social services

fire service

mental health

juvenile justice

burn care

Register by April 1 & the May 12th  
Pre-Conference Institute is FREE!

Free Thursday Networking Brunch  
for First 40 Registrants

# From Trauma to Addictions

Explore the relationship between exposure to traumas and the often resulting addiction. Those individuals who work in the fire service are statistically at a greater risk for developing addictions. The use of alcohol, drugs and other activities as a means of self-medicating overwhelming job-related stress and chronic exposure to emotionally charged events is often common place. Personality traits and the human culture of “helpers” are looked at, as well as issues of enabling and family dynamics. Good critical incident stress management MUST include an addictions component which addresses these dangers, and gives you the tools necessary to address these dependencies.

This course is for those in the “helping professions”, such as firefighters and EMTs who are at a greater risk for crisis, substance abuse and addictions, and those who work with this specialized population.

## Program Highlights

- Addiction Issues of Concern
- Generalized Adaptation Syndrome
- PTSD, Alcoholism and Addictions
- Extremes of Human Stress
- Assessing Incidents
- Addiction and Suicide
- Enabling, Jackpots & Co-Dependency
- Belief Systems and Recovery
- Roads to Living Clean and Sober
- Living with Someone in Recovery



Completion of “From Trauma to Addictions” and receipt of a certificate indicating full attendance (14 Contact Hours) qualifies as a class in ICISF’s [Certificate of Specialized Training Program](#).

<b>COURSE #:</b>	200-000-494 Session A
<b>DATES:</b>	March 10 & 11, 2011 0830 - 1630 hours
<b>LOCATION:</b>	First Congregational Church (The Stone Church) 785 South Main Street (Rt. 104) Raynham, MA 02767

Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).

Mail to: Registrar  
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Department of Fire Services / Massachusetts Firefighting Academy

# SUICIDE PREVENTION, INTERVENTION AND POSTVENTION



Why do people kill themselves? How do I ask someone if they are feeling suicidal? What do I do if they say they ARE suicidal? How do I deal with the strong emotions suicide generates? This course will provide answers for these and other questions many of crisis interventionists have about suicide. It will provide participants with basic information about suicide as well as help participants develop practical skills for prevention, intervention and postvention. Small group role-plays will allow participants to apply the suggested techniques as they are learned.

This course is open to firefighters, EMTs and members of critical incident stress management teams who wish to learn more about intervening across the suicide spectrum. Other professionals from the fields of Disaster Response, Emergency Services, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress may all benefit.

## Program Highlights

- Common myths about suicide
- Risk factors for suicidal behavior
- Frequent motivations for suicide
- Problem solving methods
- Effective intervention strategies
- Elements of effective postvention
- Elements of survivor grief
- Community referral sources
- “Mini-lecture” on suicide
- Feelings and reactions of suicide survivors

Completion of “Suicide Prevention, Intervention and Postvention” and receipt of a certificate indicating full attendance (14 Contact Hours) qualifies as a class in ICISF’s [Certificate of Specialized Training Program](#).

<b>COURSE #:</b>	200-000-659-A
<b>DATES:</b>	March 29 & 30, 2011
<b>TIME:</b>	0830 - 1630 hours
<b>LOCATION:</b>	Department of Fire Services/Massachusetts Firefighting Academy State Road Stow, Massachusetts

Please complete a standard DFS / MFA student application or register online at [www.mass.gov/dfs](http://www.mass.gov/dfs).

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Department of Fire Services / Massachusetts Firefighting Academy

# Prevent Fires

## Due to Children Playing with Lighters and Matches



***Matches and Lighters are TOOLS...NOT TOYS!***

- **Never allow children to play with lighters or matches.**  
*Children as young as two years old have been able to operate lighters and start fires with them.*
- **Matches and lighters in a child's hands can be just as deadly as a loaded gun!**  
*Keep all matches and lighters out of the reach of children. Store in a high cabinet, preferably a locked one.*
- **Do not leave young children unattended.**  
*It only takes a few seconds for a fire to start and quickly burn out of control. Other injuries can happen when children are left unsupervised. Children under 12 should not be left alone and should not be left in charge of younger children.*
- **Teach young children to tell a grown-up when they see matches or lighters.**  
*Remind them not to pick them up. Praise children when they tell you they see matches and lighters. Tell them to ask adult to move them to a safe place, out of reach of youngsters.*
- **Keep your home fire safe.**  
*Maintain your smoke detectors. Don't leave candles burning unattended. Plan a home fire escape route and hold a practice drill at least twice a year.*



## **FireFACTORS**

**Office of the State Fire Marshal**  
**Commonwealth of Massachusetts**

P.O. Box 1025 State Road • Stow, Massachusetts 01775 • (978) 567-3300 • [www.mass.gov/dfs](http://www.mass.gov/dfs)  
Public Education Hotline • 1-877-9 NO FIRE

- **If you or a family member smokes:**

*Be sure that matches and smoking materials are fully extinguished. Wet them under the faucet before disposing of them. Use a child resistant lighter. Since 1994 all lighters made or brought into this country must be of child resistant design. Do not disable this feature! Doing so makes the lighter a major fire risk by itself.*

- **Teach your children about safe uses of fire such as cooking heating, and birthday candles.**

*Explain that fire is dangerous and only for grown-ups to use carefully. Set a good example by using matches, lighters, flammable liquids and fire safely yourself. Tell them that when they are old enough, you will teach them about how to use matches safely. When you feel your child is old enough, teach them the correct way to light a match. Do this at a time when you are using fire for a reason. For example, let your child light the birthday candles on someone else's birthday cake.*

- **If your child seems overly interested in fire, has started a fire (it doesn't have to be a large one, all fires start out small) or has played with matches and lighters...Call your local fire department and ask if they have a juvenile firesetters intervention program.**

*Your child's natural curiosity about fire needs to be addressed. Children don't understand how dangerous fire is or how quickly it can grow and get out of control. The potential for a deadly fire is very real.*

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Each year, many fires are started by children ages 3-7 who are merely curious about fire. From 2005 through 2009, there were 889 juvenile-set fires reported in Massachusetts. These fires caused 6 civilian deaths, 44 civilian and 42 firefighter injuries and an estimated dollar loss of \$8.6 million. Over half, 52%, of these fires were started by children playing with matches and lighters.

## Chief Fiscal Officer

### Administrator VI

Agency Name:	Dept. of Fire Services
Official Title:	Administrator VI
Functional Title:	Chief Fiscal Officer
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$41,017.08 to \$93,731.29 Annually
Bargaining Unit:	M99
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Stow
Region:	CENTRAL
Facility Location:	Stow, MA
Application Deadline:	03-13-2011
Apply Online:	No
Posting ID:	J24256

***This position is funded from the Commonwealth's annual operating budget.***

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### Duties:

The Chief Fiscal Officer (CFO) directs and supervises all fiscals functions related to the Department of Fire Services' (DFS) \$15M in spending and revenue. The CFO also oversees the development and implementation of DFS spending plans in accordance with ANF and the House and Senate Ways and Means Committees as well as communicates DFS' fiscal objectives and benchmarks to the Executive Office of Public Safety and Security (EOPSS). The CFO is responsible for the management of all Fiscal Affairs for DFS and its divisions. Fiscal Affairs includes development and maintenance of budgets and spending plans; purchasing and contracting of goods and services; management of accounts payable and receivable; and control and maintenance of the internal program accounting system. The CFO is responsible for the integrity of the financial accounting and reporting system and for the creation and update of an Internal Control Guide for the agency.

### Job Duties:

1. Direct and manage the preparation of DFS and each operating divisions' budgets including all state, federal, trust and capital funding; preparing justification and explanation of why certain budget items are necessary (in terms of agency goals and

objectives) and how funds will be expended to accomplish objectives. Responses usually require an in depth understanding of historical costs, as well as comprehensive understanding of the impact of new projects not only on each division but also the impact on support functions. These inquiries originate from the administration, the legislature and interested parties, and the agency response can directly impact budget decisions.

2. Direct and manage the creation and development of DFS spending plans and divisions budgets, and the allocation of each programmatic budget within those divisions, utilizing an in-house Access program. Ability to analyze and predict budgetary shortfall and recommend solutions to appropriate staffs. In addition to explaining budget impact to Division Directors, the CFO prepares formal presentations for various boards and commissions as needed and directed by the Executive Office management staff.

3. Direct and manage the procurement and grants management by overseeing the process and coordination of the state and federal grants technical review applications, awards processing, financial reports and training for grant recipient; the procurement and payment for goods and services; establishing and maintaining controls and procedures to ensure compliance with state finance regulation.

4. Provide critical fiscal policy analysis and recommendations for the State Fire Marshal's planned objectives and priorities, in conjunction with the senior management team. Support the State Fire Marshal and Deputy State Fire Marshal at legislative hearings on budgetary, fiscal and facility matters.

5. A significant amount of DFS services are performed by contractors whose availability schedule is governed by their firefighting positions with local communities, this causes significant variations between projected and actual costs. The internal accounting system provides biweekly updates on expenditures, and current remaining balances at the program level to DFS managers and supervisors.

6. Act as DFS Security Officer and Single Audit Liaison, which requires "designation" by the State Fire Marshal. Oversee all of DFS audits.

### **Qualifications:**

#### **MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least five years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration.

**SPECIAL REQUIREMENTS:** None.

**Preferred Qualifications:**

1. Five years of managerial experience with significant responsibility and knowledge in state finance, budgeting, accounting, auditing, management analysis, program evaluation, financial reporting and administrative functions.
2. Bachelor's Degree in Business Administration, Finance or Accounting required.
3. Knowledge of accounting and budget preparation.
4. Knowledge of the Commonwealth's policies and procedures relating to budget, accounting, purchasing, personnel, payroll and benefits.
5. Knowledge of facilities planning operations and vehicles.
6. Skills in written and oral communication.
7. Skills in planning, organization, and implementation.
8. Ability to make decisions.
9. Ability to learn and accept new procedures; ability to anticipate problems and develop solutions.
10. Ability to work well with others.
11. Ability to select, develop, manage, supervise and evaluate staff.
12. Knowledge of all state accounting and security systems and databases (MMARS/LCM, Doc Direct, Warehouse, Platform).

**How To Apply:**

Mail cover letter and resume to:  
Maribel Fournier  
Director of Administrative Services  
Department of Fire Services  
PO Box 1025, State Rd.  
Stow, MA 01775

Please submit 2 copies of resume and cover letter and include an email address on all correspondence. Faxed, emailed, or late resume will not be considered.

**Agency Web Address:**

<http://www.mass.gov/dfs>

**Diversity Officer:**

Ms. Maribel Fournier (978) 567-3140

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.